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COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements  
for  
ZONING CLASSIFICATION AMENDMENT**

**A. PURPOSE**

The Zoning Classification Amendment process is intended to allow for change of a zoning classification of a property, or group of properties when the public necessity, convenience and general welfare require such an amendment and providing such an amendment is consistent with the General Plan.

All Zoning Classification Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.62 of the Municipal Code.

**B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application
  - b. **Fifteen (15)** copies of Zoning Plat (refer to Plan Specification Handout for details required on plans)
  - c. Legal Description (see section C)
  - d. Environmental Assessment
  - e. Filing Fees (see Fee Schedule attached to the Uniform Application)
  - f. Public Hearing Noticing Requirements (see section D)
  - g. Letter of Justification (see section E)
2. Final Submittal
  - a. **One (1)** set of submittal plans

**C. LEGAL DESCRIPTION**

Provide legal description (metes and bounds) for the area of the proposed zoning amendment

**D. PUBLIC HEARING NOTICING REQUIREMENTS**

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
  - Use stamps, **do not use postage meter**
  - Be sure to include Assessor's Parcel Number **above** owner's name
  - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application

**E. LETTER OF JUSTIFICATION**

Provide written justification outlining your request for a Zoning Classification Amendment. Answer the following questions and provide an explanation of your responses.

1. Cite specific General Plan policies and action statements that support the proposed application.
2. Explain how the proposed Zoning Classification Amendment is in conformance with the General Plan.
3. Explain the purpose for the amendment.